

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
POSITION DESCRIPTION**

POSITION TITLE: LIEUTENANT OF CORRECTIONAL OFFICERS -
Field

SALARY GROUP: B18

DEPARTMENT: Correctional Institutions Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: R.C. Thaler

DATE: 02/17/2010

POSITION #: 033120

I. JOB SUMMARY

Performs complex work supervising the care and custody of offenders. Work involves scheduling, training, and supervising staff; and maintaining order and discipline among offenders assigned to agricultural duties. Works under general supervision with moderate latitude for the use of initiative and independent judgement.

II. ESSENTIAL FUNCTIONS

- A. Functions as shift supervisor; supervises, instructs, trains, and ensures the safety of employees and offenders assigned to agricultural duties; provides security, maintenance, and inventory of tools and equipment; schedules employees and offenders work and off-duty time; and assists in formulating security and work procedures.
- B. Supervises and directs searches for contraband and provides security; counts, feeds, and supervises offenders in housing, work, and other areas accessed by stairs, steps, and ladders; and performs security of various assigned areas involving long periods of sitting and standing, and climbing stairs, steps, and ladders to reach the assigned areas.
- C. Supervises and provides custody and security of offenders including observing actions of offenders, squatting and bending to perform "pat" and "strip" searches of offenders, restraining and securing sometimes assaultive offenders, and transferring and transporting offenders by walking, driving, or riding in various vehicles such as trailers, vans, buses, and other forms of transportation.
- D. Supervises and provides security of offenders performing technical skills such as construction, maintenance, laundry, food service, and in varied industrial and agricultural operations which involve climbing stairs, steps, and ladders, and climbing around the inside and outside of buildings; works outdoors and indoors without air conditioning; works around motorized or moving equipment and machinery; and is subject to all types of weather.

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- E. Responds to emergencies including climbing stairs, steps, and ladders while searching for escaped offenders, hearing calls for and calling for help, giving first aid at the emergency site, carrying an injured or unconscious offender or employee various distances to safety up or down stairs, steps, and ladders; and uses force and deadly force to include the use of chemical agents and firearms to control offenders.
- F. Reads, reviews, and properly applies information found in offender records which is related to the offender's health and safety and to the security of the facility; provides appropriate information to other personnel; complies with all policies, procedures, rules, and regulations; enforces offender disciplinary rules; and supervises the preparation and maintenance of records, forms, and reports.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

- 1. Graduation from an accredited senior high school or equivalent or GED.
- 2. Three years full-time, wage-earning correctional custody or law enforcement experience to include one year in the supervision of employees. Operational Review Sergeant or Security Threat Group Sergeant experience may be substituted for supervisory experience for a maximum substitution of one year. Thirty semester hours with a minimum of six semester hours in Criminal Justice from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) may be substituted for one year of non-supervisory experience for a maximum substitution of one year.

B. Knowledge and Skills

- 1. Knowledge of the overall operation of correctional facilities.
- 2. Knowledge of correctional methods, techniques, practices, and procedures.
- 3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
- 4. Knowledge of the care and feeding of horses preferred.
- 5. Knowledge of the tools and equipment necessary to perform agricultural duties preferred.

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6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill in the supervision of employees and offenders.
8. Skill to communicate ideas and instructions clearly and concisely.
9. Skill to plan, organize, and assign the work of others.
10. Skill to prepare and maintain accurate records, files, and reports.
11. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, crawl, twist, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, steps, and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, perceive depth, operate a motor vehicle, operate motor equipment, use firearms, perform tactile discernment, restrain assaultive persons; and ride and care for horses.
- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, cold, humidity, dampness and chill, dry atmosphere, excessive or intermittent noise, constant noise, dust, fumes, smoke, gases, grease, oils, slippery or uneven walking surfaces, working at heights, working on ladders or scaffolding, using chemical agents, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, radio, firearms, handcuffs, waist and leg restraints, turn cranks on manual doors, tear gas canisters and weapons, VCR cameras, various locking systems, tractor, trailer, and automobile.